



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ANSBACH
UNIT 28614
APO AE 09177

IMEU-ANS-AO

01 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Sponsorship and In-processing, Policy Letter #39

1. References:

- a. AR 600-8-8, The Total Army Sponsorship Program, 3 April 2002
- b. USAREUR Regulation 600-8-8, USAREUR Sponsorship Program, 18 January 2001.
- c. Sponsorship Gateway to Europe at <http://www.1perscom.army.mil>.
- d. Army in Europe Command Policy Letter 13, 4 May 2003

2. General: Newly assigned personnel and their families develop their first impressions of the unit and installation based on how well they are received. We must ensure that only the best personnel are involved in sponsorship and in-processing.

a. Sponsorship is a commander's program that helps Soldiers, civilian employees, and family members during reassignments. It improves unit cohesion, retention, morale, and readiness by decreasing distractions that hamper personal performance and mission accomplishment. A properly managed sponsorship program will assist Soldiers and families during in-processing. A successful program depends on the involvement of leaders and the commitment of highly motivated and well-trained sponsors.

b. Our in-processing program helps newly assigned Soldiers, civilian employees, and family members complete in-processing requirements in a timely manner. The intent is to ensure that all new arrivals meet administrative requirements, complete fundamental training requirements, receive a briefing on Soldier and family support programs, and are introduced to host-nation culture and language. The program is designed to minimize the time Soldiers spend away from their units. Spouses are encouraged to attend in-processing with the Soldiers. This may include allowing in-processing Soldiers' children to attend a child development center.

3. Sponsorship: Sponsorship is more than just sharing information. Good sponsors reach out prior to reporting to ensure that new community members feel welcome and understand that they are important to their new organization.

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a. Commanders and civilian supervisors will ensure every new arrival (military and civilian) is assigned a sponsor. Commanders must ensure that sponsors are properly assigned and receive adequate training and materials before being assigned sponsorship duties. Unit Commanders are responsible for ensuring non-concurrent family members that arrive later are properly in-processed. Use of the web-based Sponsorship Gateway to Europe (S-Gate) (para 1d) is mandatory for Soldier sponsorship in Europe. Sponsors should be assigned without regard to gender and family status of sponsored Soldier. Soldiers who are flagged, pending UCMJ actions, or separation processing will not be sponsors.

b. In many cases, the first notification of a new arrival is when a Soldier arrives in the community. When this happens, "reactionary sponsors" must be appointed. Commanders will ensure there is a pool of well-trained, motivated, reactionary sponsors, that are registered in the S-Gate database as trained, and given the time and resources they need to carry out their sponsorship duties from start to finish.

c. No Soldier will be released to a sponsor that is not in the S-Gate database and trained. All sponsors are required to bring a signed memorandum of assignment as a sponsor from their commander or 1SG. Sponsors are required to sign for Soldiers upon arrival and then sign them into and out of the Central Processing Facility (CPF) during in-processing. Sponsors must be in the rank of SGT or above to receive and sign for newly arrived Soldiers in the rank of PVT-SPC.

d. During deployments, rear detachment commanders will ensure the same quality of sponsorship is provided as when the organization is in garrison. Smaller organizations should consolidate sponsorship resources to make sure that incoming Soldiers and families continue to be taken care of while units are away from home station. Unit commanders will ensure that every effort is made to billet newly arrived lower enlisted Soldiers separately from Soldiers flagged or pending UCMJ/adverse actions.

e. Newly arrived personnel benefit by learning how to avoid and prevent problems before they or their families experience hardship. Leaders benefit by gaining personnel who feel welcome and who can contribute to the organization from the time they arrive. Effective sponsorship is the first step to ensuring that Soldiers, civilian employees, and their families are properly integrated into a mission-focused climate with caring leaders. Commanders of gaining units are responsible for soldiers on arrival. USAG Leadership will ensure positive hand-off to qualified and appropriate sponsors by following the measures above.

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4. Conclusion: Effective sponsorship and a positive in-processing experience are keys to welcoming personnel to the Ansbach/Illesheim community and the Army in Europe. By using only the best soldiers as sponsors and focusing on their training, the community can protect newly assigned personnel from harmful influence.

5. Unit commanders throughout the community must support sponsorship and in-processing programs and ensure that personnel are properly sponsored and in-processed.



JOHN G. REILLY
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Commanding

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